



## Local Early Steps (LES) Service Coordinator Attestation Checklist

LES: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Candidate Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Requirements For Approval

#### Attestations

☐ **Attestation of Appropriate Degree and Major:** This candidate has a Bachelor's degree or higher from an accredited university with an emphasis in one of the following areas: psychology, social work, health education, interdisciplinary sociology, early childhood, child development, or special education, or an equivalent degree based on transcript review. A minimum of three years documented experience will substitute for an out of field degree. (See experience requirements.)

Name of university

Name of degree

Name of major

Confirmation of university accreditation ☐ Yes  
(<http://ope.ed.gov/accreditation/Search.aspx>)

☐ No

**AND**

☐ **Attestation of Early Steps Service Coordinator Experience:** This candidate has at least one year of professional experience (1600 hours) of hands-on experience with young children and families in a teaching, case management, or counseling role, or with individuals with special needs and/or developmental delays of any age in a case management role. Time spent in a practicum or internship situation (up to 400 hours) may apply toward the 1600 hours of hands on experience. Resumes are not considered certification of experience.

**OR**

☐ **Attestation of Extended Apprenticeship:** This candidate has less than one 1 year of professional experience and in lieu of that experience has completed an extended apprenticeship.

**OR**

☐ **Attestation of out of Field Degree:** This candidate has an out of field degree and a minimum of three years of documented experience with young children and families in a teaching, case management or counseling role, or with individuals with special needs and/or developmental delays of any age in a case management role, or a registered nurse without a bachelor's degree and a minimum of three years of experience in the same areas.

☐ **Attestation of Early Steps Orientation On-line Modules:** This candidate has completed the Early Steps Orientation On-line Modules.

☐ **Attestation of Early Steps Service Coordination Apprenticeship Training:** This candidate has completed the Early Steps Apprenticeship Training that is located on-line at: at <http://cpeip.fsu.edu/earlysteps/units/>.

LES Director/Coordinator Printed Name: \_\_\_\_\_ Date of Attestation: \_\_\_\_\_

LES Director/Coordinator Signature: \_\_\_\_\_

#### Approval Signature

The candidate has met all Children's Medical Services, Early Steps requirements as attested to above, and is recommended for approval as a Medicaid Targeted Case Manager.

Department of Health, Children's Medical Services  
Early Steps State Office (printed name): \_\_\_\_\_

Early Steps State Office (signature): \_\_\_\_\_ Date of Approval: \_\_\_\_\_